

University Halls Allocation Policy

Oxford Brookes University

December 2021

This policy document incorporates
the relevant dates for the
2022-2023 academic year.

Next review date: December 2022

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1.0. Definitions

The following definitions will apply throughout this document.

- 1.1.** *Course Applicant:* means a person who is applying for a place on a course of study and “Course Applicants” means the plural thereof.
- 1.2.** *Hall Applicant:* means a person who is applying for accommodation in a hall of residence at Oxford Brookes University and “Hall Applicants” means the plural thereof.
- 1.3.** *Oxford Brookes University:* means Oxford Brookes University of Gipsy Lane, Headington Oxford OX3 0BP and may mean either the physical estate, the community within the University, duly appointed Trustees of the University or staff employed by the University with the appropriate authority depending upon the context of use of the term.
- 1.4.** *The University:* means Oxford Brookes University.
- 1.5.** *University hall of residence:* means a student residence managed directly by Oxford Brookes University and contracted to students of Oxford Brookes University.
- 1.6.** *Partnership hall of residence:* means student residence that is either partially managed by Oxford Brookes University, but not contracted to students directly by Oxford Brookes University or contracted by Oxford Brookes University but managed by the company who owns the property.
- 1.7.** *Hall accommodation:* refers to University and Partnership halls of residence.
- 1.8.** *Full-time study:* As recorded in the University Student Records System
- 1.9.** *New Students:* means those persons who have never undertaken a full-time course of study at Oxford Brookes University, with the exception of those who may have undertaken pre-sessional or part-year courses or part-year exchange programmes prior to commencement of full-time study.
- 1.10.** *Continuing students:* means those persons who have undertaken at least one full year of a full-time course of study at Oxford Brookes University.
- 1.11.** UCAS: means Universities and Colleges Admissions Service.
- 1.12.** *Guarantee:* refers to the guarantee of an offer of a room in one of a Hall Applicant’s chosen halls of residence, it is subject to compliance with the conditions set out within this policy document and the Hall Application Process. Once an offer of a room has been made to a Hall Applicant from one of their choices the guarantee will be deemed to have been met by the University. In the event that a Hall Applicant declines the offer of accommodation that is made, or does not accept the offer that is made by the stated deadline, there is no guarantee that further offers of accommodation will be made. There is no guarantee that Hall Applicants will be offered their first or most preferred hall option, the guarantee is that they will be offered any one of their choices. The Guarantee only applies to students studying a course which is taught on a University owned Oxford-based campus (see section 7). Where students select Oxford Brookes University as their first (firm) choice institution the guarantee extends to an offer from the preferred options they select. Where a student chooses Oxford Brookes as an insurance choice and later chooses to accept their course offer from Oxford Brookes they are guaranteed a room in halls but not necessarily one of their preferred options.

- 1.13. *Mature Student*: refers to a student who has reached the age of 21 by 30 September in year of entry.
- 1.14. *Underage Student*: refers to a student who is under the age of 18 by 30 September in the year of entry.
- 1.15. *Encouraged unconditional offers scheme*: refers to the practice of giving an unconditional offer of a place on a course to a student who chooses Oxford Brookes as their firm choice institution, even if they have not yet gained qualifications which an unconditional place would usually require. This practise applies only to predefined courses.
- 1.16. *International Pathways student*: means a person who has applied to either an Undergraduate or Postgraduate course of study with a standard start date, but who is attending an English Language course in advance of this course.
- 1.17. *Care-leaver*: A person who is under 25 years of age at the time they commence full-time undergraduate study at Oxford Brookes and who has spent a period of time in local authority care.
- 1.18. *Estranged Student*: Estranged students are young students (under 25) who are studying without the support of a family network.

2.0. Introduction

- 2.1. The University offers accommodation for new and continuing students who study at Oxford-based campuses in University halls of residence and partner halls of residence. Each year some accommodation will be set aside for continuing students, for the remaining accommodation the priority for allocation will be:

 - 2.1.1 Applicants as set out under Priority Guaranteed Allocation in section 3.2
 - 2.1.2 Applicants who have met the guarantee criteria in section 3.3
 - 2.1.3 Applicants who failed to meet guarantee hall application deadlines but selected Oxford Brookes University as their firm choice so long as conditions are met by the allocation date
 - 2.1.4 Applicants who take-up an insurance offer at Oxford Brookes University
 - 2.1.5 Applicants who apply to study at Oxford Brookes University through the clearing process
- 2.2. All relevant dates are given in Appendix 1. These dates will be relevant for the year stated only. Dates can also be found on the [accommodation website](#) and are updated by March each academic year.
- 2.3. Offers of accommodation will only be made to students or Course Applicants following full-time courses or programmes at Oxford Brookes University to study in the United Kingdom.
- 2.4. There are four key allocation periods during the academic year for new students:

 - 2.4.1. July: all Course Applicants who are unconditional and have completed a hall application by the dates set out in Appendix 1: Section 1: and are commencing a full-time course of study at the beginning of Semester One. Please note that being offered a room in this allocation does not in any way guarantee a hall offer in a most preferred hall of residence.
 - 2.4.2. August: (day of A level results): all Course Applicants who are unconditional have met the terms of the accommodation guarantee and are commencing a full-time course of

study at the beginning of Semester One. Please note that being offered a room in this allocation does not in any way guarantee a hall offer in a most preferred hall of residence.

- 2.4.3. Late August/early September: all remaining Course Applicants who are unconditional, applied by the deadlines set out in Appendix 1 and are commencing a full-time course of study at the beginning of Semester One.
- 2.4.4. November and December (for January arrival): all Course Applicants who are unconditional and have completed an application by the dates set out in Appendix 1 and are commencing a full-time course of study at the beginning of Semester Two.

3.0. Guarantee

- 3.1.** All guarantees are subject to Hall Applicants meeting the deadlines and course requirements as listed in Appendix 1. The University guarantees an offer of hall accommodation to new students under the following conditions only.

- 3.2. Priority Guaranteed Allocation:**

- 3.2.1. Applicants who will be under the age of 18 after 30 September in year of entry (see section 5.7). These students have limited hall choices.
 - 3.2.2. Applicants and current students with a long-term disability or medical condition that requires special consideration or adjustment with regard to the provision of accommodation. Wellbeing Services are involved with the identification and assessment of these students and their needs. Students are guaranteed appropriate accommodation so long as such accommodation remains available (see sections 5.5 and 5.6).
 - 3.2.3. Applications to specific courses of study that have guaranteed hall places attached to them. The courses currently that have guaranteed hall accommodation are listed in Appendix 2.
 - 3.2.4. Students who are eligible under “Transitioning from Care” and “Estranged Student” status (see section 5.6.1).

- 3.3. Guaranteed Allocation (subject to deadlines met – see Appendix 1):**

- 3.3.1. Applicants who select Oxford Brookes University as a “firm choice” through the UCAS process.
 - 3.3.2. Applicants who choose Oxford Brookes University courses as both their “firm” choice and their “insurance” choice regardless of which course offer they subsequently accept.
 - 3.3.3. Postgraduate students
 - 3.3.4. International (non-EU) undergraduate students. Applications for accommodation received from prospective undergraduates who are normally resident within the European Union will be treated in the same way as those applications received from prospective undergraduate UK students.

3.4. The University guarantees accommodation to continuing students under the following conditions only:

- 3.4.1.** Applicants and current students with a long-term disability or medical condition that requires special consideration or adjustment with regard to the provision of accommodation. Wellbeing Services are involved with the identification and assessment of these students and their needs.
- 3.4.2.** Students are guaranteed appropriate accommodation so long as such accommodation remains available (see section 5.5). If the type of accommodation a Hall Applicant requires is offered as part of the standard allocation they should apply through the usual process.

4.0. Allocation Process for Continuing Students

4.1. Some hall accommodation is made available to continuing students. Continuing students can book this accommodation either in groups or as individuals on a first come first served basis. Bookings can be made from February in the preceding academic year. To be allowed to book accommodation as a continuing student an applicant must:

- 4.1.1.** Not have any outstanding debt with the University for accommodation
- 4.1.2.** Not have previously been excluded from any University accommodation
- 4.1.3.** Have met the course requirements for the applicable year of study and will be a student for the full academic year.

4.2. Continuing students book accommodation online through the accommodation portal. They can choose and book a room in a hall or house of their choosing, either on their own or as part of a group of eligible continuing students. They are only able to book accommodation in halls or houses that have been designated as available to continuing students, and are not able to book accommodation in halls or houses which are available to first year students.

4.3. Once a booking is made students will have a set period to respond and complete the booking confirmation process. Should the booking not be completed, the offer will lapse and the room will be made available to other students. Other than as listed in section 3.4 above no continuing student is guaranteed hall accommodation.

4.4. Students who are on a placement year or undertaking other activities that take them out of the University for a period of time can also apply for accommodation for the year they return using the above process. They should expect an email to their Oxford Brookes email account, and also information on the accommodation webpages in February prior to the start of the academic year they will return in.

4.5. Students who take temporary withdrawal during their course need to give consideration to where they will live when they return. The Accommodation Bureau will consider these students as continuing students when they return, even if they have taken withdrawal within their first year to study. These students can apply for accommodation for the year they return using the above process. They should expect an email to their Oxford Brookes email account, and also information on the accommodation webpages in February prior to the start of the academic year they will return in.

5.0. Allocation process for new students for September intake

5.1. Application Process

- 5.1.1. Information relating to applications for hall accommodation will be emailed to Oxford Brookes University applicants commencing in April each year from the University's Accommodation Bureau
- 5.1.2. Applying for accommodation in halls of residence is an online process. If applicants are unable to apply online they should contact the Accommodation Bureau.
- 5.1.3. Applications for accommodation should only be submitted in the year in which a student intends to commence study.
- 5.1.4. The Accommodation Bureau will only consider applications from Hall Applicants once they hold an unconditional offer to study within the accommodation booking system.

5.2. Allocation process

- 5.2.1 Applications will be considered in groups in the order as listed in section 1. Within each group places will be randomly allocated to Hall Applicants based on their preferred choices. We do not allocate rooms based on personal characteristics e.g. nationality.
- 5.2.2 The University will not make any guarantee that an applicant will be offered their most preferred choice. Reasonable efforts will be made to offer each Hall Applicant the highest preferred choice possible from those stated in their application, subject to availability.
- 5.2.3 All applicants who hold a guaranteed offer of accommodation will be allocated prior to any non-guaranteed applicants provided they have met all conditions as set out in this Policy document. This will ensure that guaranteed applicants have the best chance of being offered one of their most preferred options.
- 5.2.4 Applicants who are not guaranteed hall accommodation must be aware that more popular halls are likely to be filled by those who are guaranteed hall accommodation. Should it be possible to make an offer of a room, it might not be in one of their requested choices. Non-guaranteed applicants may also be offered accommodation not listed on the Accommodation Bureau website.
- 5.2.5 Sometimes Course Applicants have conditions attached to their offer of a place to study which are not academic qualifications, and there can be a delay in the Course Applicant receiving confirmation that they have met these conditions. These are usually DBS checks, medical checks or skills tests for courses related to teaching or nursing. If these Course Applicants have also applied for hall places they may not hold an unconditional offer by the deadline specified in appendix 1. A number of rooms may be held for these applicants, which will be allocated once Course Applicants become. Rooms can only be held until the date of the final allocation (see appendix 1).
- 5.2.6 Course Applicants for paramedic courses are also invited to apply for accommodation. The Accommodation Bureau is aware that they often require a car and so these applicants are strongly advised to book a room in a shared house by contacting lettings@brookes.ac.uk. Paramedic students are eligible to live in halls in Oxford but must abide by the no car policy.

5.3. Postgraduate Applications

- 5.3.1. This group will be allocated wherever possible to dedicated accommodation that is reserved for postgraduate and mature students. The University reserves the right to allocate postgraduate/mature students to any available room in any hall of residence if circumstances warrant such an action; however, every endeavour will be made to maintain separation between postgraduate and undergraduate students.
- 5.3.2. Postgraduate students who are in receipt of wages or payment in return for work at Oxford Brookes University are not eligible to live in University accommodation.
- 5.3.3. The University reserves the right to allocate undergraduate students into any room that is available, that may on occasion include rooms originally designated for postgraduate students if circumstances warrant such an action. Every endeavour will be made to maintain separation between postgraduate and undergraduate students where possible, where this has been requested.

5.4. International Students

- 5.4.1. International students will be allocated to in the same manner as other students. We do not allocate rooms based on personal characteristics e.g. nationality.
- 5.4.2. A proportion of hall accommodation will be reserved for late applying and/or enrolling international postgraduate students. This accommodation will be reserved until such times as it is filled or until the last enrolment date. The last date for enrolment is given in Appendix 1: Section 4.

5.5. Special Considerations on grounds of health or disability

- 5.5.1. Applicants and current students with a long-term or permanent disability or medical condition that requires special consideration or adjustment with regard to the provision of accommodation will be exempt from the principles of this policy. This is subject to the condition that relevant departments are made aware of any special requirements or considerations by the Hall Applicant prior to hall allocation taking place. Applicants must still meet any conditions that the University may have attached to the offer of a course of study by the dates set out in Appendix 1. Those applicants identified as warranting special consideration described above are given priority in the allocation of accommodation. For confirmation of eligibility applicants should contact Oxford Brookes University's Wellbeing Services before applying for hall accommodation. If the type of accommodation a Hall Applicant requires is offered as part of the standard allocation they should apply through the usual process.
- 5.5.2. Accommodation Bureau staff will liaise with Wellbeing Services staff with regard to any Hall Applicant with special requirements for their accommodation by direct discussion with the applicant. Wellbeing Services will advise the Accommodation Bureau as to which accommodation should be allocated to meet each individual applicant's needs. If the type of accommodation required is available through the standard allocation process, students should apply in this way.
- 5.5.3. Hall Applicants must provide supporting medical evidence which must be written clearly and legibly in English, from a qualified and registered medical practitioner in order for special consideration to be given to an application.
- 5.5.4. Any pre-existing condition disclosed after the allocation has taken place will not be considered. If any condition occurs after the allocation has taken place applicants must

contact the Accommodation Bureau to discuss options. Applicants are able to update their accommodation applications up to the date of allocation should their circumstances change between applying and allocation.

- 5.5.5. Applicants are strongly advised to disclose any conditions they believe will have a bearing on their accommodation requirement as early as possible and before allocation.
- 5.5.6. The University reserves the right to move any student who does not require an adapted room but is allocated to an adapted room because no other rooms are available, if another student requires the adapted facilities in that room.
- 5.5.7. Further information for students applying with a disability or medical condition can be found in Appendix 4.

5.6. Applicants transitioning from care and estranged student applicants

- 5.6.1. Applicants who are eligible under Transferring from Care and Estranged Student status are guaranteed hall accommodation for 52 consecutive weeks as long as the following criteria are met (for definitions see 1.17 and 1.18):
 - 5.6.2. Applicants select Oxford Brookes University as their firm choice.
 - 5.6.3. All University course entry requirements are met and you have received an unconditional offer by the August allocation date. Accommodation is usually in Cheney Student Village for the first 50 weeks. For the final two weeks of the year it is likely you will be transferred to a different hall. Details on support for students transitioning from care can be found at <https://www.brookes.ac.uk/studying-at-brookes/living/support/support-for-care-leavers/>

5.7. Applicants under the age of 18

- 5.7.1. Any applicant who will be under the age of 18 after 30 September in the year of entry will be guaranteed an offer of hall accommodation when and where necessary where such accommodation remains available.
- 5.7.2. Applicants must meet all conditions attached to their offer of a course of study prior to the allocation of accommodation on published dates. Applicants under the age of 18 will be allocated to specific halls.

5.8. Oxford Brookes International Pathway students (September intake)

- 5.8.1. Pathway students for September starts will be offered accommodation on the same basis as international undergraduate students (see 3.3.4).
- 5.8.2. Students will, wherever possible, be permitted to continue their occupancy in hall between their pathways course and their Undergraduate or Postgraduate course if they wish to do so. In some cases they may be required to move to a different room/hall to facilitate this.

5.9. Non-standard teaching dates

- 5.9.1. Oxford Brookes University offers several undergraduate and postgraduate programmes that have teaching periods which differ from standard programmes. These courses are identified on the accommodation web pages and in Appendix 3.

- 5.9.2. Special provision is made to accommodate students on non-standard or extended teaching date courses at specific halls of residence. Applicants who will require this provision will be directed to it through the booking system.
- 5.9.3. Extended teaching dates cannot be accommodated anywhere other than at the specified halls.

6.0. Allocation process for new students for January intake

6.1. Allocation Process

- 6.1.1. The University is unable to guarantee accommodation to students who commence their studies in January.
- 6.1.2. Students who commence a full-time undergraduate or postgraduate course of study in January will be allowed to request a place in halls for the first semester of the following academic year in order that they will have one complete year in residence, in line with students who commence studies in the September of any academic year.
- 6.1.3. If this group of students wish to remain in University accommodation for the summer vacation period (June to September) they may be required to move to a different hall of residence for that period depending upon where they are already resident.
- 6.1.4. The Accommodation Bureau will contact this group of students before June whilst they are resident to determine whether or not they wish to continue in hall for the following Semester One. If students fail to respond to this communication it is unlikely that they will be able to be allocated to a hall at a later date.

6.2. Oxford Brookes International Pathway students (January intake)

- 6.2.1. Pathways students for January starts will be offered accommodation on the same basis as international undergraduate students.
- 6.2.2. Pathway students at entry points other than the beginning of Semester One will be offered accommodation depending upon its availability.
- 6.2.3. Students will, wherever possible, be permitted to continue their occupancy in hall between semesters if they wish to do so. In some cases and in order to facilitate this provision it may be a requirement that they move to a different room/hall.

7.0. Courses with guaranteed accommodation

- 7.1. The University has an agreed process that can allow for a specific course of study or specific groups of students to have guaranteed hall places attached to it.
 - 7.1.1 Exceptions granted to specific courses or groups of students will be for a maximum duration of three academic years. After this period of time further exceptions may be granted but a new request must be submitted through the agreed process.

7.1.2 To be considered a case report which sets out and explains why an exception should be granted must be submitted to the University's Executive Board. The Executive Board will decide whether or not an exception will be granted.

7.1.3 Courses that are granted such an exception are listed in Appendix 2.

8.0. Appendices

Appendix 1: Deadlines, dates and Conditions for the allocation process

2022/23 academic year

Allocation	Application Deadline	Deadline for applicant to be Unconditional	Allocation date	Allocation results released
July (firm applicants with unconditional offers)	10 July 2022	10 July 2022	11, 12 July 2022	13 July 2022
August (firm applicants meeting the terms of the conditional offers)	31 July 2022	18 August 2022	17, 18 August 2022	18 August 2022
Late August (late applying applicants, insurance applicants and clearing applicants)	29 August 2022	29 August 2022	30 August 2022	1 September 2022
January intake November (for January 2022 entry)	23 November 2021	23 November 2021	24 November 2021	25 November 2021
January intake December (for January 2022 entry)	7 December 2021	7 December 2021	8 December 2021	9 December 2021

Applicants who apply for accommodation who do not meet these dates will be allocated on a first come first served basis to any available accommodation once their eligibility is confirmed.

An applicant will be considered unconditional when all conditions of their offer have been met and their status has been changed by the University Admissions Office. Course requirements may include but may not be limited to, qualifications, course deposits and fees, visa, Disclosure and Barring Service (DBS) checks, and any required medical checks.

Last enrolment date

Last date for enrolment for new full-time students starting in September 2022 is **7 October 2022**.

Appendix 2: Courses with guaranteed accommodation

There are no courses with guaranteed accommodation for the 2022/23 academic year.

Appendix 3: Courses with extended teaching dates

Courses in the Faculty of Humanities and Social Sciences

The following courses in the Faculty of Humanities and Social Sciences have notified the Accommodation Bureau of extended teaching dates, and have extended accommodation contracts as a result:

- BA Primary Education
- PGCE Primary Education
- PGCE Post Compulsory Education

Courses in the Faculty of Technology, Design and the Environment

The following courses in the Faculty of Technology, Design and the Environment have notified the Accommodation Bureau of extended teaching dates, and have extended accommodation contracts as a result:

- Foundation in Art and Design

Courses in the Faculty of Health and Life Sciences

The following courses in the Faculty of Health and Life Sciences have notified the Accommodation Bureau of extended teaching dates, and have extended accommodation contracts as a result:

- Adult nursing degree and diploma
- Children's nursing degree (pre-registration only)
- Mental health nursing degree (pre-registration only) and diploma
- Midwifery (pre-registration only)

All relevant dates and prices to be published on the website when confirmed in January 2022.

Appendix 4: Additional information for students with disabilities and medical conditions

Declaring your needs

Any applicant or student wishing to have either a disability or a medical condition considered as part of a hall application should declare it in their online application.

Getting advice or guidance

A dedicated email address accomm-health@brookes.ac.uk is provided for applicants to contact the Accommodation Bureau for specific guidance. This information is provided within the hall application email sent to Course Applicants from the University Accommodation Bureau and the Accommodation Handbook which is available online when hall applications open. Applicants can also discuss their specific needs with our Wellbeing department.

Conditions which are not normally considered

We do not normally consider dyslexia or other specific learning disabilities as grounds for specific accommodation. For more information please see the Dyslexia pages of the Wellbeing website <http://www.brookes.ac.uk/students/wellbeing/dyslexia-spld/faq/>

Unless your condition is extremely severe and requires additional provisions for your safety, we do not normally consider Asthma as grounds for specific accommodation. If your condition is worsened by dust or mould, please note that the levels of dust or mould in any student room are usually linked to the regularity with which it is cleaned or ventilated – which is within the resident's control.

We supply mini fridges for students with conditions that require medication that need to be kept in a fridge such as insulin for diabetes. Unless an applicant has medical grounds to be housed in a particular type of accommodation, we do not guarantee that any applicant will be given any particular choice of hall from their application.